

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department of Agriculture		9. Position No. K0221707		10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Agricultural Inspector II			
3. Division Division of Animal Health				12. Proposed Class Title			
4. Section Disease Control		For Use By Personnel Office	13. Allocation				Position Number
5. Unit			14. Effective Date				
6. Location (address where employee works) City County			15. By		Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time) FROM: AM/PM To: AM/PM		17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed under general supervision with latitude for the exercise of independent judgment and initiative in developing work methods and procedures. Work is reviewed for results achieved and adequacy of service to the public.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	Partners with USDA Veterinary Services personnel on federal disease programs. This requires knowledge of the Code of Federal Regulations, Uniform Method & Rules. Cooperates with other state agencies.
1. 20%	Assists veterinarians and public livestock market operators in interpreting livestock laws and regulations; determines that laws and regulations related to movement, sale, sanitation, safety and health conditions of livestock are being followed; and determines that proper records of livestock receipts and dispositions at public livestock markets are kept and reported to the Animal Health Department and that regulatory and veterinary inspection fees are remitted. Locates infected or exposed cattle, contacts herd owners, quarantines livestock and explains to the herd owner the steps necessary to end the quarantine. Assists veterinarians and owners in the testing of cattle for brucellosis by drawing blood, reading ear tag numbers, recording the number on the test charts and performing other duties as requested. Serves as liaison between market owners, producers, slaughter facilities, general public and the Animal Health Division to help them understand why certain regulations are in place.
2. 35%	Attends, participates and conducts meetings and/or training regarding FAD, Emergency Preparedness, Agri-Terrorism, Bio-Security, Animal Disease Traceability, new emerging diseases and any other related topic. Educates veterinarians and market operators on the definition of diseased and disabled livestock. Provides education to producers, market owners, veterinarians, and the public regarding disease program standards. Assists with the interpretation of the required rules and regulations. Foreign Animal Disease (FAD) and Emergency Preparedness: Attends and participates in meetings, schools, exercises and training about FAD. Gathers and prepares necessary equipment to fight FADs (command trailer, supply trailers, cattle chutes, kill box, etc.). Works with the local Emergency Preparedness Coordinator and county official to organize county committees. Provides instruction to Counties, Regions, State and Adjoining States.
3. 15%	Locates infected or exposed species, investigates, contacts owners, tests, quarantines species if necessary and explains to the owner the steps necessary to end the quarantine, eradicate either through testing or depopulation, performs required follow-up testing and epidemiology. Provides area tests of exposed species. Assists in making arrangement to dispose of euthanized animals. Cleans and disinfects all equipment. Extracts brain and or other samples as necessary, prepares samples for lab and prepare necessary paperwork for lab testing for reportable diseases which includes but is not limited to BSE, Pullorum, Scrapie, Chronic Wasting Disease, Johne's, Tuberculosis, Vesicular Stomatitis and Avian Influenza.. Checks animal ID and tags at Sale Barns. Performs trace backs of infected flocks and/or herds. Provides annual surveillance of flocks and/or herds.
4. 15%	Provides inspection at feed lots for record keeping, sanitation and reviews regulations with operators, if necessary, to ensure compliance; also examines livestock in feed lots if suspicious of infectious and contagious diseases, cattle scabies or other disease. Provides inspection of disposal plant and/or trucks for sanitation; delivers permits & attaches decals to vehicles licensed to haul dead animals and disposal plant refuse. Provides inspection of sale barns including but not limited to the vet building, facilities and pens for sanitation. Inspects livestock holding pens to ensure that they are structurally sound and cattle chutes to ensure that they are in working order. Provides physical inspection of animals. Gathers samples for drug testing and checks health certificates at state fairs and other livestock exhibitions.
5. 10%	Completes reports of inspections and violations; prepares weekly time reports.
6. 5%	Responds to complaints from the public (example: odors from premises, improper disposal of dead animals, etc.) and works with county attorneys and/or sheriffs when called upon in resolving such complaints.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

() Lead worker assigns, trains, schedules, oversees, or reviews work of others.

() Plans, staffs, evaluates, and directs work of employees of a work unit.

() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

() Minimal property damage, minor injury, minor disruption of the flow of work.

() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.

() Major program failure, major property loss, or serious injury or incapacitation.

() Loss of life, disruption of operations of a major agency.

Please give examples.

The consequences of error would be the possibility of spreading diseases among livestock if improper movement is permitted. The possibility of serious injury or incapacitation is present when working with large animals.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily assists veterinarians, public livestock market operators and herd owners, and if need be, the general public interpreting livestock laws and regulations. Also, frequently answers questions regarding Emergency Management.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Risk of unsanitary conditions and livestock diseases are usually prevalent. Sometimes work is performed with unsafe equipment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Vehicles used daily. Loading chutes, portable corrals, packets of blood tubes and needs for drawing blood to be tested at laboratory; test charts for recording results of work performed, all used daily.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment
in this position.

Education - General

High school graduate or equivalent. An associate degree, or vocational training in an agriculture-related field.

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

High school or equivalent **and** limited independent work experience in animal/veterinary technical support. Extensive knowledge or experience with livestock.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date